



Employability skills - profile

There are eight core employability skills. They are:

- communication
- teamwork
- problem solving
- initiative and enterprise
- planning and organising
- self-management
- learning
- technology

Use this workbook to identify which employability skills, or elements of these skills, are required for a job you are applying for or an occupation you are trying to learn more about.

Use a job ad and your other occupation and industry research to work out which skills apply.

Job

Employer

Industry

You can then use this information to tailor your résumé and cover letter and prepare for an interview.



Identify within the table which skills you think are important for the job you are applying for or an occupation you are interested in and for those that apply, write down at least one example.

Skill and elements of skill	Very important	Not so important	Doesn't apply	Your example...
Communication				
Listening and following instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speaking clearly and directly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tailoring messages for different audiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Using appropriate body language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Being polite and considerate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Asking questions and sharing information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Writing persuasively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Technical writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Using numbers and maths skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding people's needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Being assertive or confident in dealing with a variety of people in new situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Skill and elements of skill	Very important	Not so important	Doesn't apply	Your example...
Teamwork				
Working with people of different ages, gender, ethnicity and religion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working as part of a team toward a shared goal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Always being on time with your contribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sticking to your role and not stepping on others' toes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identifying and using the skills of others in your team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Planning team work so that everyone's contributions are included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Filling in for others at short notice so that the team still achieves its purpose/goal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sharing ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coaching and mentoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Skill and elements of skill	Very important	Not so important	Doesn't apply	Your example...
Problem solving				
Identifying problems and finding solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Putting those solutions into practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Solving problems within your team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inviting others to provide advice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Independence and initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Showing judgement and making decisions when facts are not clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Addressing customer concerns or complaints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Skill and elements of skill	Very important	Not so important	Doesn't apply	Your example...
Initiative and enterprise				
Adapting to new situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Being creative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Taking responsibility for projects/tasks and making sure they are completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identifying opportunities not obvious to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Determining what needs to be done when there aren't clear directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Putting your ideas into words/ action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Finding ways to improve things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Skill and elements of skill	Very important	Not so important	Doesn't apply	Your example...
Planning and organising				
Managing time and priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Setting timeframes and coordinating tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Knowing how to break down an activity into smaller tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accurately estimating the time and resourcing it will take to complete tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Allocating adequate time to complete tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Establishing clear goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Managing people and other resources to assist with tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding what needs to be done and planning how to achieve the expected outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Skill and elements of skill	Very important	Not so important	Doesn't apply	Your example...
Self-management				
Having personal goals and meeting deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluating and monitoring your own performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Seeking and taking feedback on your performance and behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adjusting your performance and behaviour to achieve a better result	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Articulating your own ideas and visions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Taking responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adapting and reorganising to ensure schedules are met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Presenting appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Turning up on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Skill and elements of skill	Very important	Not so important	Doesn't apply	Your example...
Learning				
Identifying learning opportunities and managing your own learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Learning through a range of mediums – mentoring, team/individual activities, job shadowing, IT, courses, vocational placements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Applying learning to 'technical' issues and 'people' issues (e.g. learning about products and interpersonal aspects of work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Having enthusiasm for ongoing learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Learning from your mistakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Following instructions and implementing quickly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Asking for assistance when there is something you don't know	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Being open to new ideas and techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coping well when you do the wrong thing by focussing on what you have learned and not repeating mistakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Skill and elements of skill	Very important	Not so important	Doesn't apply	Your example...
Technology				
Having a range of basic IT skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Having advanced IT skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Connecting with people using technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Knowing which technology is appropriate for different uses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Navigating your way through unfamiliar applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Choosing the best application for your needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Applying IT as a management tool (e.g. using a calendar, setting reminders/alarms for tasks, maintaining a 'to do' list)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Being willing to learn new IT skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Using technology to manage or complete a team project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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